



MINUTES OF UPCHURCH ANNUAL MEETING OF THE PARISH COUNCIL HELD ON THURSDAY 01 MAY 2025 AT 19:30PM AT HOLYWELL SCHOOL, FORGE LANE.

Present: Cllr P Denny (meeting chair), Cllr G Rosewell, Cllr N Sheppard, Cllr H Boakes, Cllr G Lewin, Cllr A Horton

Officer: Clerk, Nina Henley

External Attendees: Cllr R Palmer

Apologies: Cllr T Ripley, Cllr J Bodycomb, Cllr E Bernstein

External Apologies: Cllr M Baldock, Cllr C Palmer

348-FCM/05/25 To elect the chair of the council for the ensuing year

The chair asked for nominations for the election of the chair of the council for the ensuing year. Cllr Horton proposed Cllr Ripley seconded by Cllr Sheppard. Members **RESOLVED** to elect Cllr Ripley.

349-FCM/05/25 To elect the vice chair to the council for the ensuing year.

The chair asked for nominations for the election of the vice chair of the council for the ensuing year. Cllr Horton proposed Cllr Denny seconded by Cllr Boakes. Members **RESOLVED** to elect Cllr Denny.

350-FCM/05/25 To receive apologies of absence.

Cllr Ripley (unavailable), Cllr Bernstein (work) Cllr Bodycomb (unavailable) members **RESOLVED** to accept apologies.

351-FCM/05/25 To receive declarations of interest and lobbying

Cllr Lewin declared interest in 363-FCA/05/25 III

352-FCM/05/25 Minutes

Approval and signing of the minutes of the full council meeting Thursday 3 April 2025. Proposed by Cllr Denny seconded by Cllr Rosewell. Members **RESOLVED** to approve.

353-FCM/05/25 Public Participation

There were 12 members of the public present.
Members of the public raised concerns regarding the CCTV cameras recently installed around the village. In response, Cllr Rosewell informed the meeting that UPC has received confirmation that the cameras are part of a traffic management plan associated with the development on Forge Lane. This plan has been approved in coordination with Kent County Council.
Cllr Rosewell reassured residents that UPC will share any further information as it becomes available. The developer has also committed to informing the Parish Council of any additional traffic management measures planned in connection with the development.

354-FCM/05/25 External Reports.

Report from PC Chittim – appendix 1.

355-FCM/05/25 Membership of committees

- I. To approve Councillor delegated responsibilities for UPC for 2025/26.
Members **RESOLVED** to agree councillor responsibilities.
Roles and responsibility:
 - Planning Cllr G Rosewell

- Allotments Cllr J Bodycomb
- Paddock and Recreation Ground Cllr P Denny
- Burial Ground Cllr H Boakes
- Highways / Clock Cllr A Horton
- Streetlights Cllr E Berntsen
- Defibrillators Cllr N Sheppard
- HR Committee Cllr T Ripley, Cllr P Denny, Cllr G Lewin, Cllr H Boakes
- Budget Working Group Cllr T Ripley, Cllr G Lewin, Cllr A Horton, Cllr J Bodycomb
- Banking signatories Cllr P Denny, Cllr A Horton, Cllr G Lewin, Cllr J Bodycomb

356-FCM/05/25 Meeting Schedule

Thursday 5 June 2025
 Thursday 3 July 2025
 Thursday 4 September 2025
 Thursday 2 October 2025
 Thursday 6 November 2025
 Thursday 4 December 2025
 Thursday 8 January 2026
 Thursday 5 February 2026
 Thursday 5 March 2026
 Thursday 2 April 2026
 Members RESOLVED meeting schedule 2025/26

357-FCM/05/25 Adoption of Policies and documents for the ensuing year.

- I. Standing Orders
- II. Financial Regulations
- III. Data Protection Policy
- IV. Equality Policy
- V. Grant Policy
- VI. Health and Safety Policy
- VII. Model Publication Scheme
- VIII. Persistent and Vexatious Policy
- IX. Privacy Notice
- X. Risk Assessment
- XI. Complaints Policy
- XII. Training and Development Policy
- XIII. Code of Conduct

All policies proposed by Cllr Rosewell seconded by Cllr Lewin.
 Members RESOLVED to approve. Unanimous.

358-FCM/05/25 Annual Governance and Accountability Return

- I. To receive and note the Internal Auditors year-end report and completion of Annual Internal Audit Report 2024-25. Noted.
- II. To approve Annual Governance Statement 2024/25 (Section 1). Members agreed each point in this document and RESOLVED its approval. Duly signed by Chair and Clerk.
- III. To note that the Responsible Finance Officer (Clerk) has signed (Section 2) of the Accounting Statements certifying the accounts for 2024/25. Noted.
- IV. To approve The Accounts & Accounting Statements (Section 2) 2024/25. Members agreed the financial information in the document and RESOLVED its approval. Duly signed by Chair and Clerk.
- V. To note the period for the exercise of public rights 3 June 25 – 14 July 25. Members RESOLVED to approve the dates set by the Clerk / RFO.

359-FCM/05/25 Insurance

It was proposed by Cllr Horton, seconded by Cllr Denny. Members RESOLVED to renew insurance policy with Zurich.

360-FCM/05/25 Correspondence

- I. Email communication Citizens Advice – request for funding. Cllr Lewin proposed that a donation of £150.00 be approved. Seconded by Cllr Boaked. Members RESOLVED to approve. Unanimous.
- II. Email communication KCC Adoption of the Kent Minerals and Waste Local Plan 2024-39. NOTED.
- III. Email communication resident potential planning application in Forge Lane. NOTED.

- IV. Email communication Cllr Palmer info Highways Consultant. NOTED.
- V. Correspondence received Swale Borough Council Precept remittance. NOTED.

361-FCM/05/25 Planning

- I. 25/501392/FULL Jack Russell Place, Halstow Lane, Upchurch ME9 7AB. Section 73 - Application for Variation of Condition 3 (to change the wording to state: No more than nine mobile homes and four touring caravans shall be stationed on the site at any one time, laid out in accordance with drawing 779/02) pursuant to application 15/510676/FULL for Change of use of land to extend an existing gypsy caravan site to provide for two additional pitches and addition of a dayroom
Upchurch Parish Council objects to this planning application. There is some ambiguity in the application about whether development completion applies to the prior application for which this application is a change or not. Additionally, although it is noted that pre-application advice was sought, this information has not been disclosed as part of the public consultation process, limiting transparency and informed community engagement.
UPC has consistently objected to all previous applications in this area due to the issue of coalescence between villages. We maintain our position that development on this site contributes to the unwelcome merging of distinct settlements, undermining the rural character and identity of the area.
The proposed development is considered over-intensive and out of keeping with the surrounding environment. It has a detrimental impact on the visual amenity and character of the countryside.
Furthermore, UPC has concerns regarding highway safety at this location. The site accesses a well-used, by vehicles, rural lane that is very rarely is by pedestrians as there are no pavements. In light of the above, UPC objects to this application.
- II. 25/500533/FULL 128 Chaffes Lane, Upchurch. Demolition of existing conservatory and erection of a rear and side extension with roof extension. Relocation of main entrance and new vehicular access and proposed drop kerb. Amended submission to review comments.
UPC has no objections to the amendments and asks that neighbours views are taken into consideration.
- III. 25/500988/FULL 39 Drakes Close, Upchurch. Removal of existing conservatory and outbuilding and erection of single storey extension.
UPC has no objections but asks for neighbour's views to be taken into consideration. By majority.
- IV. Reports from Cllr Rosewell. Cllr Rosewell reported that appeals had been noted for 24/503019/FULL Pear Tree House and 24/504654/LDCEX Beckenham Park.

362-FCM/05/25 Upchurch Parish Council reporting

- I. Paddock and Recreational Ground – no updates.
- II. Burial Ground & Churchyard –
(b) The fence repair is due imminently. Noted.
- III. Highways & Street Lighting – to receive update.
(a) Update on streetlight repairs / new maintenance contract – Correspondence received resident update on Prime, current contractor unavailable. Clerk reported that quotes were being obtained from new contractors - report at next meeting. Noted 2 streetlights not working Wallbridge Lane / Oak Lane.
(b) Cllr Horton reported that a survey of all road sign / street signs will be carried out and reported at a later meeting.
- IV. Footpaths – no updates.
- V. Environment –
Planters booked for end of May beginning of June.
(a) Cllr Horton reported that the clock failed to automatically adjust with the time zone changed and will be reported to the engineer at annual service in June.
- VI. Allotments –
(a) Maintenance request tenant. Clerk reported that request to cut back foliage at entrance had been made to KCC.
Clerk reported 2 outstanding tenant invoices. Clerk to chase outstanding payments.
- VII. Village Defibrillators – Cllr Shepperd reported all defibs checked and working. Cllr Shepperd reported that the box at the surgery defib is difficult to open and proposed to purchase a new box same design as current defib, seconded by Cllr Horton. Members RESOLVED to approve new box purchase. Clerk reported that new posters advertising locations are to be posted in noticeboards.
- VIII. Community Events

- (a) VE Day 80 – Thursday 8 May 2025 at Upchurch Recreation Ground. Cllr Rosewell gave update on the event. Road closed signs to be collected from SBC. Cones to be provided for the beacon area. Noted.
- (b) Cllr Lewin reported that the VE Day Concert at the church will take place on Sunday 11 May 2025 at 7.30pm. Tickets available on the door.

363-FCM/05/25 Finance Reporting

- I. Bank statement and reconciliation were received.
Signed by Cllr Rosewell.
- II. Cheques for approval for Burial ground caretaker £ 48.00
Noted.
- III. Schedule of payments for approval:

Payments					
Hugo Fox	23/04/25	PAID/DD	14004	Website Hosting	£ 11.99
Lionel Robbins	01/05/25	BACS	2025/14	Internal Audit	£ 175.00
The Country Wy	01/05/25	BACS	APRIL	Grounds Maintenance	£ 972.00
Stewart Corke	01/05/25	BACS		Allotment maintenance	£ 47.49
Cllr Lewin	01/05/25	BACS		Community Award	£ 60.00
Clerk expenses	01/05/25	BACS		Postage – burial	£ 2.10
Lynne Balcomb	01/05/25	BACS		Caretaker	£ 156.00
Staff cost					£ 1500.62
Receipts					
Precept					£ 26155.5
John Weir					£ 550.00
Allotments					£ 1842.00

All Payments agreed proposed by Cllr Lewin seconded by Cllr Horton.
Members RESOLVED to approve the schedule of payments.

364-FCM/05/25 Projects 2025/26

Cllr Horton requested consideration to additional planters in the village.

365-FCM/05/25 Items to be considered for inclusion on the next Full Council agenda.

Consider new site for additional planters

Cllr Horton requested that the new development in Forge Lane be added as a rolling agenda item.

Members RESOLVED to conclude the following in private session as per Public Bodies (Admissions to meetings) Act 1960.

366-FCM/05/25 Staffing Matters

Members RESOLVED to amend rates of caretakers in line with Real Living Wage. Unanimous.

367-FCM/05/25 Date of next meeting

Thursday 5 June 2025

368-FCM/05/25 Meeting closed 8.40pm



Your local officer is Police Officer
Jez Chittim

Incidents of note

- There have been various reports across Swale and including Upchurch of frauds, whereby residents have received phone calls from someone impersonating a police officer and asking for bank details. I am sure there will be many more we don't know about as they haven't been reported. The phone calls have generally been targeted to addresses with elderly residents. Please, if you know anyone living alone or think may be vulnerable to such a crime, pass this on and check in with them.

How to check an officer's identity

There have been occasions when fraudsters have posed as police officers, both in person and on the phone, to trick people into giving them personal information and defraud them of money.

Please note, if you've been on the phone to someone – who called you – but you have doubts about them, we recommend that you hang up and wait five minutes before you call us. There have been cases of fraudsters keeping the line open after a victim has hung up. Leaving several minutes between calls will make sure that the call has closed.

How our officers will contact you

How our officers make contact will depend on how you've asked us to contact you and the circumstances around why they're contacting you.

For investigative purposes we may get in touch:



Find out what's happening in your area

Receive alerts from your local officers

Tell us what matters most to you

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**Kent
Police**

Get the latest crime statistics by visiting: www.kent.police.uk/yourarea

May 2025

in person

by phone

by email

Whichever way an officer contacts you they will identify themselves clearly as an officer and explain why they're contacting you.

Contact in person

Contact by phone

If one of our officers needs to speak to you on the phone, they'll identify themselves clearly. They will never:

- ask you for your bank details or PIN
- ask you to transfer funds to another account
- ask you to hand over cash or bank cards to a courier
- ask you to pay a fine or a fee to them or a third party over the phone or online
- ask you for access to your computer, passwords or log on details over the phone or online
- ask you to register personal details in an attachment or website online
- ask you to 'assist' in an investigation by doing any of the above
- state that you are committing a crime by not complying
- communicate in an abusive, threatening or coercive manner

Contact by email

If one of our officers contacts you by email, they will never:

- ask for remote access to your computer
- ask you to click on a hyperlink to participate in an investigation



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Upchurch newsletter



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May 2025

- send you unsolicited emails with attached files, especially zip or macro-enabled Microsoft Office files
- ask you for any login credentials or passwords

Remember if you're unsure about whether the person you're dealing with is a genuine police officer – stop – and call us on [101](tel:101) to check their identity.

If you think you've been a victim of fraud, please report it to Action Fraud either [online](#) or by phone: [0300 123 2040](tel:03001232040).

Incidents of Note

- I've had a couple of calls referencing two adult males riding off road motor bikes through the fields just off of Twinney Lane. If anyone has any information regarding this or other people using vehicles in an anti-social or dangerous manner, please feel free to pass on as much detail as possible to me via email: 13369@kent.police.uk I will happily educate even where evidence of an offence may be limited.



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